

## How to Grant Access to Colleagues

### 1. Log into IMG Submission Site

This is the URL: <https://img.jgi.doe.gov/cgi-bin/submit/main.cgi>

### 2. Find Your Submissions

From the Submission Site Main Page, click "Submitted Datasets" tab at the top. Select "Genome" in Data Type, if you want to share isolate or single cell genomes, and select "Metagenome" if you want to share metagenomes.

Data Type: 

Genome

Genome

Metagenome

### Isolate & Single Cell Genome Submissions

Selected Submission Count: 317 (Total: 339) **Filter is on. Some submissions may be hidden. Reset the filter to see more submissions.**

(Note: Check Status only applies to the first selected submission.)

Check Status

Cancel Submissions

Filter column: 

Submission ID

 Filter 

text

 : 

Apply

?

Export

 Page 1 of 4 << first < prev 1 2 3 4 next > last >> 100

Column Selector

Select Page

Deselect Page

Select	Submission ID	ER Submission Project ID	Analysis Project ID	Project Name	Seq Status	GOLD
<input type="checkbox"/>	<a href="#">12955</a>	<a href="#">20674</a>	-	Geopsychrobacter electrodiphilus DSM 16401	Permanent Draft	<a href="#">GI1152</a>
<input type="checkbox"/>	<a href="#">12649</a>	<a href="#">26247</a>	-	Colwellia piezophila	Permanent	<a href="#">GI183</a>

Find and select the submissions and genomes you wish to select, and scroll down a bit to find "Grant Access to" section.

<input checked="" type="checkbox"/>	<a href="#">11351</a>	<a href="#">20361</a>	-	Brachymonas chironomi DSM 19884	Permanent Draft	<a href="#">Gi11213</a>
<input checked="" type="checkbox"/>	<a href="#">11350</a>	<a href="#">20287</a>	-	Anaeromusa acidaminophila DSM 3853	Permanent Draft	<a href="#">Gi11139</a>

Export

Page 1 of 4 << first < prev 1 [2](#) [3](#) [4](#) next > last >>

100 ▾

Select All

Clear All

(Note: Check Status only applies to the first selected submission.)

Check Status

Cancel Submissions

Filter Submissions

**Grant Access to:**

IMG user names or JGI SSO user names (separated by ,):

Grant Access

### 3. Grant Access

Enter the IMG user names or JGI Single Sign-On (SSO) user names of your colleagues (comma separated), and click the "Grant Access" button.

### 4. Problems?

#### a. I cannot find the submissions/genomes.

Your submissions may be hidden. Reset the submission filter by clicking the "Filter Submissions" button.

If you are not the original submitter of the genomes, then you don't have the grant privilege, and you will have to ask the original submitter to grant access.

#### b. The system does not recognize the user names I entered.

For security reason, we cannot show you the entire list of IMG users. Ask your colleagues for the correct user names.